

**COMMITTEE TRAINING PLAN, AGENDA PLAN AND APPOINTMENTS TO
OUTSIDE BODIES**

To: **Highways & Community Infrastructure Committee**

Meeting Date: **13 September 2016**

From: **Democratic Services**

Electoral division(s): **All**

Forward Plan ref: **Not applicable** *Key decision:* **No**

Purpose: **The Highways & Community Infrastructure Committee is asked to note the committee training plan and information regarding the introduction of information stalls.**

Recommendation: **The Highways & Community Infrastructure Committee is asked to note the attached report and make recommendations for any additional items on the Training Plan (attached at Appendix 1), and note the Agenda Plan (attached at Appendix 3).**

<i>Officer contact:</i>	
Name:	Dawn Cave
Post:	Democratic Services Officer
Email:	dawn.cave@cambridgeshire.gov.uk
Tel:	01223 699178

1.0 BACKGROUND

- 1.1 At the meeting of the Council held on 24 March 2015, it was agreed that each committee should consider and approve its own training plan at every meeting. Members of the Constitution and Ethics Committee were concerned about the low take up at training events and were keen that Members should be accountable publicly for their attendance. It was also thought that taking the training plan to the committee meeting would facilitate the organisation of training at a time convenient for the majority of committee members.

2.0 MAIN ISSUES

- 2.1 The current Highways & Community Infrastructure Committee Training Plan is attached at **Appendix 1**.
- 2.2 In addition, to share information with Members, it has been agreed that information stalls will be set up near the Kreis Viersen Room from 9.30am on the day of H&CI Committee meetings, where Members can have informal with representatives from different teams. The current schedule is set out on **Appendix 2**. These will be open to all Members, not just Committee Members.

3.0 ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

- 3.1.1 There are no significant implications for this priority.

3.2 Helping people live healthy and independent lives

- 3.2.1 There are no significant implications for this priority.

3.3 Supporting and protecting vulnerable people

- 3.3.1 There are no significant implications for this priority.

4.0 SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

- 4.1.1 There are no significant implications within this category.

4.2 Statutory, Risk and Legal Implications

- 4.2.1 There are no significant implications within this category.

4.3 Equality and Diversity Implications

- 4.3.1 There are no significant implications within this category.

4.4 Engagement and Consultation Implications

- 4.4.1 There are no significant implications within this category.

4.5 Public Health Implications

4.5.1 There are no significant implications within this category.

4.6 Localism and Local Member Involvement

4.6.2 There are no significant implications within this category.

Source Documents	Location
None	

HIGHWAYS AND INFRASTRUCTURE COMMITTEE TRAINING PLAN

Updated 05/09/16

Ref	Subject	Desired Learning Outcome/Success Measures	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending (where recorded)	%age of total
15.	Highways Depots	Councillors will gain a more practical insight into the work of Highways Depots, in particular the Local Highway Improvement scheme	Dates, venues and times below*	Richard Lumley	Open to <u>all</u> Members			
14.	Road Surface Dressings		05/07/16 Shire Hall	Jonathan Clarke			J Scutt A Taylor	
13.	Trading Standards		10/12/15 (1pm) Cambridge	Aileen Andrews				
12.	Coroners		10/03/16 (3pm) Huntingdon	Dave Greenwood				
11.	Registration		10/03/16 (2pm) Huntingdon	Louise Clover				
10.	Community Impact Assessments		03/11/15 + 10/11/15					
9.	Joint E&E and H&CI Business Planning session		03/09/15; 01/10/15				tbc	
8.	Highways Depots	Councillors will gain a more practical insight into the work of Highways Depots and greater	Huntingdon* (01/09/15); Cambridge	Richard Lumley	Open Days	H&CI Committee		


Ref	Subject	Desired Learning Outcome/Success Measures	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending (where recorded)	%age of total
		awareness of the Council's approach to road surfacing.	(08/09/15); Witchford (14/09/15); March (15/09/15); Whittlesford (17/09/15).					
7.	Street Lighting PFI and Energy Savings	Members will learn about the Council's street lighting responsibilities and the Private Finance Initiative (PFI) funded partnership to upgrade street lighting, as well as hearing about energy saving measures.	TBA		Training Seminar	H&CI Committee		
6.	Highways Asset Management and Operations	Members will be able to demonstrate increased knowledge and understanding.	TBA		Training Seminar	H&CI Committee		
5.	Visit to a Community Hub/s combined with a seminar on the library service Visited Somersham, Gamlingay & Melbourn	Members will gain practical experience of the working of a community hub and more in depth knowledge of the library service.	Sept/ Oct 14 3/10/14 8/10/14	Christine May & John Onslow	Visit	H&CI Committee	Cllrs Hickford, Criswell, Kindersley and van de Ven	
4.	Community and Cultural Services – general presentation (mainly on libraries)	Members will have enhanced knowledge of the services delivered in Community and Cultural Services and in particular, will gain greater knowledge of the opportunities and challenges facing the library service.	5 September 2014	Christine May	Training Seminar	H&CI Committee		
3.	Supporting Businesses and Communities		8 August 2014		Training Seminar	HIC Committee		

Ref	Subject	Desired Learning Outcome/Success Measures	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending (where recorded)	%age of total
2.	Visit to MBT Plant and Training Session on Waste PFI	Members will have greater awareness of the Council's Mechanical Biological Treatment (MBT) plant and will learn more about how the plant processes mixed rubbish that previously would have gone to landfill. and the benefits to waste	3 July 2014		Visit	H&CI Committee		
1.	Business Planning	Members of the Committee will have the chance to consider emerging thinking; reflect on the direction of travel and offer guidance on where officers should focus on developing proposals over the coming months.	3 June 2014		Training Seminar	H&CI Committee		

*27/06/16 (Whittlesford); 04/07/16 (Shire Hall); 11/07/16 (March); 13/07/16 (Witchford); 18/07/16 (Huntingdon): All Highways Depots Open Days have three time slots: 2-4pm, 4-6pm, or 6-8pm.

Appendix 2

Information Stalls for H&CI Committees 2016/17							
Service Team	Information Stall	13/09/16	11/10/16	08/11/16	06/12/16	11/01/17	14/02/17
Waste - Maggie Pratt	Waste		X				
Community & Cultural Services	Registration Service					X	
Community & Cultural Services	Libraries	X					
Community & Cultural Services	Community Resilience		X tbc				
Community & Cultural Services	Archives				X tbc		

HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE AGENDA PLAN	Published 1 st September 2016 Updated 5 th September 2016	 Cambridgeshire County Council
-------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------

Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12.

* indicates items expected to be recommended for determination by full Council.

+0 indicates items expected to be confidential, which would exclude the press and public. Additional information about confidential items is given at the foot of this document.

Draft reports are due with the Democratic Services Officer by 10.00 a.m. eight clear working days before the meeting.

The agenda dispatch date is six clear working days before the meeting.

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
13/09/16	Finance and Performance Report	Chris Malyon	Not applicable	02/08/16	31/08/16	02/09/16
	Draft Capital Programme	Sarah Heywood/ David Parcell	Not applicable			
	Clay Farm Hub JVC Issue	Jill Terrell	Not applicable			
	Training Plan	Dawn Cave	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
11/10/16	Library Services Transformation	Jill Terrell	2016/046	06/09/16	28/09/16	30/09/16
	Ely Archives building	Rachael Greenlees	Not applicable			
	Business Planning: <ul style="list-style-type: none"> • Draft Consultation Report • Draft Community Impact Assessments • Revenue Business Plan tables 	Graham Hughes/ Sarah Heywood	Not applicable			
	Fees & Charges Report	Graham Hughes/ Sarah Heywood	Not applicable			
08/11/16	Finance and Performance Report	Chris Malyon	Not applicable		26/10/16	28/10/16
	Medical Examiner	Amy Donovan	2016/041			
	Real Time Passenger Information (RTPI) – consortium and contract renewal	Sonia Hansen	2016/037			
	Business Planning: <ul style="list-style-type: none"> • Capital and Revenue Report • Fees and Charges Report 	Graham Hughes/ Sarah Heywood	Not applicable			
	Training Plan	Dawn Cave	Not applicable			
06/12/16	Business Planning	Graham Hughes	Not applicable		23/11/16	25/11/16
	Network Rail Anglia Level Crossing Reduction Strategy in Cambridgeshire	Camilla Rhodes	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
17/01/17	Finance and Performance Report	Chris Malyon	Not applicable		04/01/17	06/01/17
	Residents Parking Policy Review	Nicola Gardner	Not applicable			
	Training Plan	Dawn Cave	Not applicable			
<i>[14/02/17] Provisional Meeting</i>	Highway Service Transformation Appointment of Highways Partner	Richard Lumley	2017/006		01/02/17	03/02/17
	Highways Assets Management Plan (2016/17)	Barry Wylie	Not applicable			
14/03/17	Finance and Performance Report	Chris Malyon	Not applicable		01/03/17	03/03/17
	Training Plan	Dawn Cave	Not applicable			
<i>[11/04/17] Provisional Meeting</i>	Allocation of Integrated Transport Block and Residual Capital	Jeremy Smith	2017/???		29/03/17	31/03/17
30/05/17	Finance and Performance Report	Chris Malyon	Not applicable		16/05/17	18/05/17
	Training Plan	Dawn Cave	Not applicable			

Date to be confirmed: ETE Streetlighting Attachments Policy (Forward Plan ref: 2016/017); On street parking charges review (P Hammer)

Notice made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in compliance with Regulation 5(7)

1. At least 28 clear days before a private meeting of a decision-making body, public notice must be given which must include a statement of reasons for the meeting to be held in private.
2. At least 5 clear days before a private meeting of a decision-making body, further public notice must be given which must include a statement of reasons for the meeting to be held in private, details of any representations received by the decision-making body about why the meeting should be open to the public and a statement of the Council's response to such representations.

Forward plan reference	Intended date of decision	Matter in respect of which the decision is to be made	Decision maker	List of documents to be submitted to the decision maker	Reason for the meeting to be held in private

Decisions to be made in private as a matter of urgency in compliance with Regulation 5(6)

3. Where the date by which a meeting must be held makes compliance with the above requirements impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from the Chairman of the Council.
4. Compliance with the requirements for the giving of public notice has been impracticable in relation to the business detailed below.
5. The Chairman of the Council has agreed that the Committee may hold a private meeting to consider the business referred to in paragraph 4 above because the meeting is urgent and cannot reasonably be deferred for the reasons stated below.

Date of Chairman's agreement	Matter in respect of which the decision is to be made	Reasons why meeting urgent and cannot reasonably be deferred

For further information, please contact Quentin Baker on 01223 727961 or Quentin.Baker@cambridgeshire.gov.uk